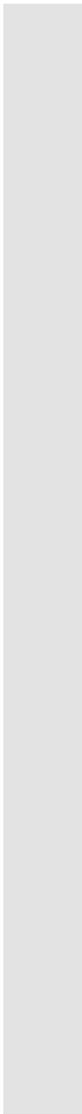


Top Tips
**for Resumes &
Interviewing Success**



Kankakee Community College
CHARLTON CAREER CENTER



What is a resume?

- Formal document
- Sent to employer when applying for job
- Showcases your experience, education and skills
- Early career: 1 page

Steven Student

Kankakee, IL 60901 • 815-555-5555 • steven.student@email.com

Profile

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Facility for building positive relationships with others with humor, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a lettered student athlete to motivate and support all team members in assigned tasks and projects.
- **Mathematics:** A+ math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

Education

Kankakee High School, Kankakee, IL; 3.25 GPA

Honor Roll, National Honor Society, Co-Captain, Boys Basketball Team; Math Club Treasurer; Student Math Mentor

Experience

Steve's Lawncare Services, Kankakee, IL

Gardener, June 2019 to Present

Provide ongoing lawncare services to 25+ regular clients. Communicate with customers to schedule services and define requirements; mow, weed, and rake lawns and gardens and shovel snow.

- Built a lasting clientele through word-of-mouth referrals from satisfied customers.

Purpose

- Introduce yourself to employers
- Present your qualifications
- **Secure an interview**

Why should
you care?



- **Opportunity** to set yourself apart from the competition
- **Must-have** for securing employment & advancing your career

5 Key components





Contact Information

- Name, phone number, email address
- In most cases, leave your full address off your resume

Steven Student

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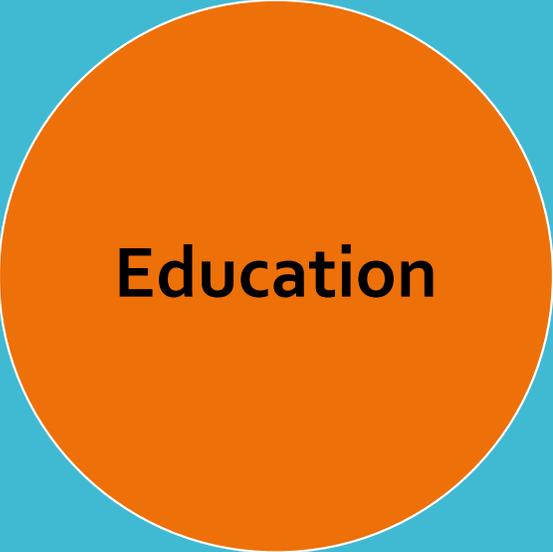


Profile

- Short summary of your skills & proudest accomplishments
- Explains what you want & what you have to offer
- Targets employer by incorporating **key words** from the **job ad**

Profile

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.



Education

- School names, degrees, major/minors
- GPA if 3.0 or greater
- Relevant coursework
- Honors & activities

Education

Kankakee High School, Kankakee, IL; 3.25 GPA

Honor Roll, National Honor Society, Co-Captain, Boys Basketball Team; Math Club Treasurer; Student Math Mentor



Work Experience

- This is where you tell your **career history**
- Include job titles, company names, duties & years
- Reverse chronological order
- Strong action verbs (handout)
- **Value to employer** - #, %, \$

Experience

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Gardener, June 2019 to Present

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Habitat for Humanity, Kankakee, IL

Volunteer, June 2018 to Present

Team with fellow church youth group members to contribute to Habitat for Humanity projects. Work on construction teams to erect new housing for low-income families.

- Conceptualized and coordinated fundraising Christmas event that raised over \$5K for organization.

No / limited
work
experience?

No problem!

Focus on **transferable skills & accomplishments** gained through:

- Unpaid experience
 - Volunteer work – community, church
 - Professional clubs & memberships
 - Extracurricular activities
 - Hobbies & interests
-
- Don't have any of these? Get them *now* & add them to your resume!

No / limited
work
experience?

- Emphasize grades & study skills:
Success in the classroom is a good indicator of success on the job & hiring managers know this.



Skills

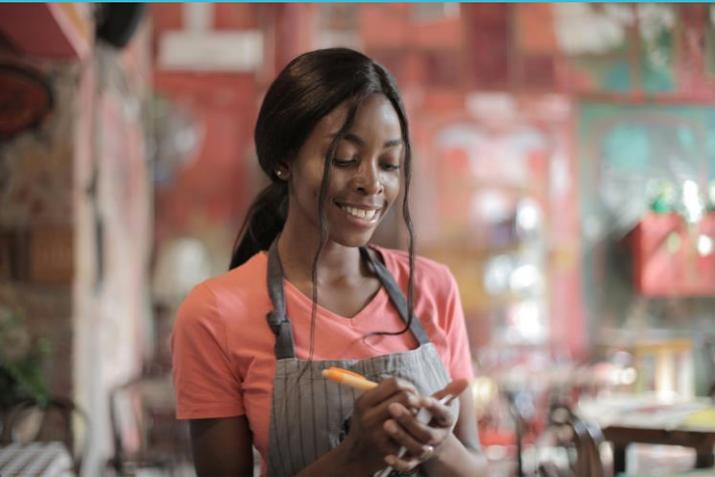
- **Job-related** skills that may be of value to your prospective employer
- Studies have shown:
 - **a well-crafted key skills section can boost your chances of getting a new job by 59%**
- Include **professional** skills & **technical** skills
- Include **language** proficiencies

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What makes a
great
candidate?

- At this stage in your career, a **great candidate** is a candidate with a **positive attitude, a willingness to learn, a sense of judgment, & a strong work ethic.**

Think about
qualities an
employer
wants



Example: server, waiter

Waiting tables is a pretty common teen job. It is also difficult & demanding work.

The job requires **careful attention to detail, strong listening skills, great customer service skills, & the ability to sell** items by making recommendations and pitching specials.

Let them know
you can be
counted on



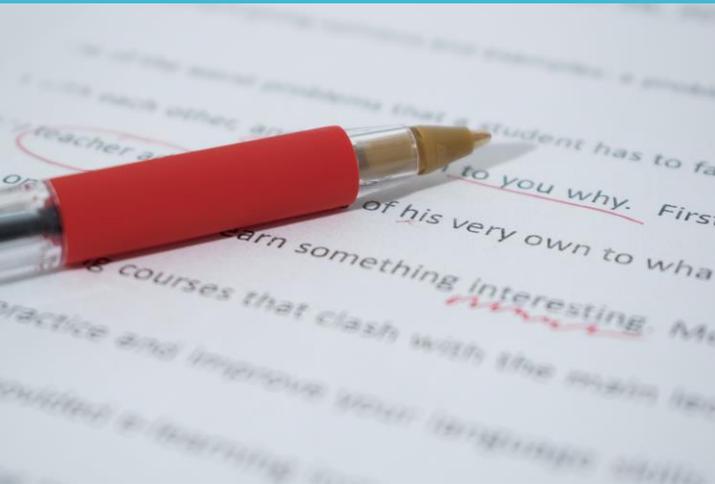
The existing stereotype?

Teenagers are lazy & careless on the job.

Prove that stereotype wrong by emphasizing a track record of timeliness & traits that suggest reliability & maturity, such as working well with superiors & working well in a team environment.

Proofread!

- Absolutely no typos
- You may be rejected outright
- Spelling & grammar check
- Proofread first & ask a trusted relative or teacher for review





Interviewing Success

What to expect



- 30-45 minute meeting with employer
- 1:1 or team
- First impressions matter!

Top tips for success



- ✓ Arrive 10-15 minutes early – demonstrates interest & punctuality as well as respect for interviewer's time.
- ✓ Leave cell phone & headphones in car.
- ✓ Be polite & well-mannered.

Top tips for success



- ✓ Make good eye contact – demonstrates confidence, attentiveness, good social skills.
- ✓ Be positive & smile.
- ✓ Avoid using profanity & slang.

Top tips for success



- ✓ Know your schedule & what days & hours you are available to work. Be realistic about time commitments.
- ✓ Go on your own. If someone brings you to the interview, don't bring them in with you.
- ✓ Ask good questions that show interest.
- ✓ Send a thank you note or email.

Dress to impress



Ladies

- Knee-length skirt or dark dress pants with collared shirt or blouse
- Avoid flashy colors or patterns
- Low heels or flats, closed-toe
- No low-cut tops that show cleavage
- Simple, small jewelry
- Mild perfume, if any

Dress to impress



Gentlemen

- Dark dress pants with button down collared shirt
- Tie optional but when in doubt, wear it
- Avoid flashy colors or patterns
- Black or brown dress shoes
- Use deodorant
- Mind cologne, if any

What to bring

- Completed job application (if the employer doesn't have it already)
- Work permit (if 14 & 15 yrs.)
- List of three references (full name, company and title, email, phone)
- Extra copies of your resume
- Notepad, pen, folder/portfolio
- Questions for the interviewer



How would
you answer
this question?



What can you tell me about
yourself?

How would
you answer
this question?



- Keep it job related.
- Stress key strengths, accomplishments, relevant experience, and professional goals, and tie them back to the position you are interviewing for.
- Sets the tone for the entire interview – practice until you feel confident!

Common interview questions



- Why should we hire you?
- Why are you looking for a job?
- What are your strengths/weaknesses?
- What are your interests outside of school?
- Tell me about a time when you...failed, had a conflict with a coworker, showed initiative, solved a problem, etc.

Preparation is
key!

- **Review** & prepare personalized answers to common interview questions.
- **Practice** with a relative or friend – allows you to practice your answers, work on eye contact & body language, & gain experience in “thinking on your feet” before the interview – ***this is a great confidence builder!***

Thank you!

For additional
help in
developing your
resume or
preparing for an
interview...



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